

A Civil Service Examination is now open for the position of:

CUSTODY OFFICER

Clark County Sheriff's Office

Applications must be received via mail, fax, e-mail or in person by 5:00 p.m. on January 7, 2005. POSTMARKS ARE NOT ACCEPTED

The Clark County Sheriff's Office is a full service agency with challenging opportunities in the Custody Division for officers of all experience levels. The department is dedicated to providing well qualified personnel to work within the jail facilities(s). The ideal Custody Officer candidate must have strong skills and abilities in the areas of creative problem solving, active listening and leadership.

THE JOB

The Custody Officer provides for the care and custody of prisoners and for the maintenance of order and discipline among the inmates of the Clark County Jail. Employees in this classification are responsible for the operation of the Jail on a 24-hour, 7 day-a-week basis and are expected to be able to perform the functions and duties of all shifts in all required areas of the Jail. Employees rotate shifts (days/swing/graveyard) with varying days off. Custody Officers do not carry arms or other weapons within the Jail but may do so when commissioned and authorized to transport prisoners. The key responsibilities of the position are as follows:

- Booking, searching, and releasing prisoners
- Maintaining security in all areas of the jail
- Supervision of work assigned to inmates
- Supervision of the meal time feeding
- ◆Supervision of visitation and recreation time
- Monitoring jail access
- Answering and directing telephone calls

Most assignments will involve supervision of living units. The present primary shift assignment is 4 on, 4 off cycle on a 12 hour day. Special assignments for experienced officers include Court Security, Transport, Control Rooms, Inmate Classification, Trustee Coordination, Training, Work Release, and Internal Affairs. Promotions within the department are based on competitive civil service examinations. Officers who are placed as laterals may test for promotional opportunities after three years with the Clark County Sheriff's Office or comparable custody officer experience with a government agency similar to the Clark County Sheriff's Department. **This recruitment will be used to fill both current and future vacancies in this classification.**

SALARY

The salary range is \$16.06 - \$21.72 per hour. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, and sick leave and retirement. This position is represented and requires membership in the Custody Guild

QUALIFICATIONS

For Entry Level & Lateral Candidates:

- High school diploma or GED certification
- At least twenty-one years of age at the time of appointment
- ◆Valid drivers' license at the time of appointment
- United States' Citizenship at the time of appointment
- Ability to read and write English (required by RCW 41.14.100)
- Solid writing skills and basic report preparation
- Ability to exercise sound judgment
- Some word processing/computer skills are desirable

Additional Qualifications For Lateral Candidates:

- Two to three years of custody experience in a comparable county, municipal or state agency in the United States
- Current certification through a state corrections academy (comparable to Washington State Academy)
- Have the ability to successfully complete the Washington State Training Commission's Equivalency Academy within the first 12 months of employment and prior to completion of probation

All candidates who submit an application are automatically invited to take the written exam.

SELECTION PROCESS

All applicants *must* complete a Clark County application (attached). Submit application materials to the Human Resources department by 5:00 p.m. on the closing date.

- 1. Application and Supplemental:
- 2. Written Exam: (Weighted 40%) The written exam will be held on January 10 and 12, 2005. PLEASE CALL HUMAN RESOURCES (360) 397-2456, TO SCHEDULE YOUR EXAM TIME. NOTE: Candidates are responsible for signing up for the written exam, and are then automatically invited to the exam. The exam is a three-component exam taking approximately three (3) hours. As a result of the exam, the top twenty-five (25) scoring candidates, who have passed all components of the written exam, and have scored 70% or greater on the judgment exam, will be invited to an oral board interview.
- 3. Oral Interview: (Weighted 60%) Interviews will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Interviews will be conducted the week of January 24, 2005. The interview requires a passing score of 70% for continued consideration.
- 4. <u>Eligibility List</u>: Successful candidates' final overall scores will be merged, in rank order, with the existing list of candidates.
- 5. <u>Comprehensive Background</u>: Will be conducted on all candidates in rank order as positions become available.
- 6. <u>Rule of Three</u>: As positions become available the top three candidates from the eligibility list will be invited to participate in the Sheriff's final selection interview.

PLEASE REVIEW ALL INFORAMTION INCLUDED IN THIS JOB ANNOUCEMENT

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. POSTMARKS ARE NOT ACCEPTED. A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. <u>Please read application materials thoroughly to determine application requirements.</u>

Clark County Human Resources Department 1300 Franklin Street - 5th Floor PO Box 5000 Vancouver, WA 98666-5000 FAX (360) 397-2457 / TDD (360) 397-6032 JOB INFO LINE (360) 397-6018 E-MAIL HRADMIN@clark.wa.gov INTERNET http://www.clark.wa.gov

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 328,000, including the City of Vancouver (population 132,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

BENEFITS

Clark County provides employees with a liberal benefits package including medical, dental, long term disability, and life insurance; flexible spending accounts; paid vacation and sick leave; and an employee assistance program. Employees participate in Washington State Public Employee's Retirement Plan and may participate in a deferred compensation plan.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



For assistance with needed accommodations, please contact the Human Resources ADA Coordinator. (360) 397-2468; TTY (360) 397-2445.

IMMIGRATION LAW NOTICE

Only United States citizens are lawfully authorized to work for Washington State Civil Service Agencies. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



THE TESTING AND SELECTION PROCESS

Job Posting #04-12-103

Written Exam Dates and Times: All Exams will be conducted at the following location:

Monday, January 10, 2005 at 1:30 p.m. West Precinct located at 505 NW 179th, Ridgefield, WA.

Wednesday, January 12, 2005 at 1:30 p.m. (See attached map with directions)

The three component examination includes a 15 minute report writing and observation test (pass/fail), a 15 minute multiple-choice reading test (pass/fail based on 70%), and a 1 hour and 42 minutes multiple-choice video judgment test (weighted 40% of final overall candidate score).

- The written examination indicates desired skills in the areas of:
 - Human interaction
 - Handling authority appropriately
 - Social maturity
 - Establishing rapport and gaining cooperation
 - Observation skills
 - Responding calmly to provocation and frustrating situations
 - Working in an unbiased manner with individuals from any group or background
- The **oral board interviews** are scheduled for the week of January 24, 2005. The oral board consists of a three to four member interview panel who will ask the same position-related, pre-established written questions of all candidates, as appropriate for either the lateral or entry level positions (weighted 60% of final overall score). As a follow-up to clarify responses, candidates may be asked additional questions. Candidates scoring 70% or better on the interview will continue on to the next step in this process. All other candidates will not be considered further. Candidates who successfully pass the oral board interview process will place on the Clark County Civil Service **eligibility list** (either the entry level or lateral as appropriate) according to final overall score and rank. Rank is established by combining the judgment test score (40%), with the overall interview score (60%). The Civil Service Commission will review and certify lateral and entry level lists to be in effect for one year from the date of list certification.
- Background Interview/Investigation and Truth Verification exam involves a comprehensive investigation based on information provided by the candidates' personal history statement (from high school years forward) and will be conducted by a background investigator of the Clark County Sheriff's Office. Truth verification exams (lie detector) are conducted as a part of the interview process by the background investigator.
- As positions become available, the top three candidates (who have successfully completed all of the recruitment processes as described above) are contacted to participate in a **final selection interview.**

Custody Office is a civil service position and is covered under the Clark County Civil Service rules. Some rules pertain to testing, as follows: **8.29 KEYED COPY INSPECTION AND EXAMINATION PROTEST**. **a.** Any protest against the job relatedness of any part of an examination shall be filed in writing with the Secretary within three (3) days immediately following the administration of such part, or within the time limit specified on the examination instruction sheet. **b.** No keyed copy will be provided for inspection on standardized tests or on continuous or periodic examinations. **c.** Any protest against scoring or any allegation of clerical error in the final results of an examination must be filed in writing within three (3) working days after the notices of results have been provided. When oral notice is given, the follow-up written confirmation must include the date and time oral notice.

8.35 REEXAMINATION. No one shall be reexamined for the same class within six months of the effective date of such examination, unless authorized by the Secretary upon determination that it would be in the best interest of the County.

POST OFFER PROCESS

The post offer process requires successful completion prior to actual employment of the following:

- A full physical to include drug screening
- Psychological evaluation
- Physical agility exam Includes 1.5 mile run to evaluate aerobic capacity and cardiovascular respiratory endurance, pushups to evaluate muscular strength and endurance of the upper body, and sit-ups to evaluate muscular strength, endurance, and flexibility of the abdominal muscles.

ABOUT VETERANS' PREFERENCE

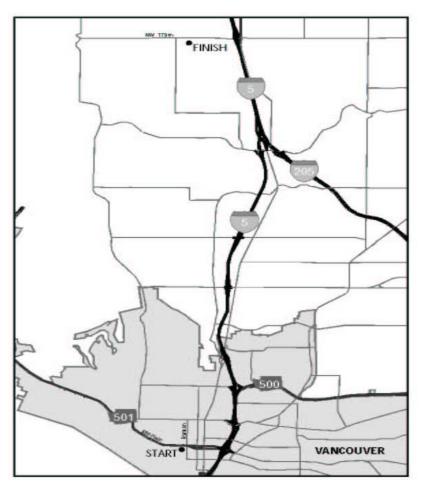
Veterans' preference applies *only* to Clark County Sheriff's civil service entry-level positions. Veterans' preference is given in accordance with the Revised Code of Washington (RCW) 41.04.010. Candidates may claim veterans' preference in the State of Washington (even though they may have claimed and gained employment through the use of veteran's preference in other states) as long as they qualify according to the requirements (see attached VETERANS' PREFERENCE sheet).

NOTE: Applicants with domestic violence charges, felony convictions, and/or any excessive or recent (within the last five (5) years or while pursuing a law enforcement career) use of illegal substances, use of legal substances illegally; or illegal distribution of legal/illegal drugs may be automatically disqualified. Please see the attached APPLICANT DRUG USE DISQUALIFICATION TABLE.

Driving directions from the Clark County Public Service Center located at 1300 Franklin, Vancouver, WA 98604 to Test Site located at Clark County Sheriff's Office – West Precinct located at 505 NW 179th St., Ridgefield, WA 98642.

Start at 1300 Franklin St, Vancouver on W. Franklin St going towards W 14^{th} St – go 0.1 miles. Turn right on W Mill Plain Blvd – go 0.3 miles Continue on E Mill Plain Blvd – go 0.4 miles Turn left to take I-5 North – go 8.1 miles Take the NE 179^{th} St exit – go 0.3 miles Turn left onto NE 179^{th} St – go 0.4 miles NE 179^{th} St becomes NW 179^{th} St – go 0.2 miles Arrive at 505 NW 179^{th} St, Ridgefield, WA.

North û



Clark County, Washington Jan 2000

VETERAN'S PREFERENCE

- In accordance with the Revised Code of Washington (RCW) 41.04.010, employment preference is given to veterans who have discharged within the last eight (8) years from military service, received an honorable discharge or received a discharge for physical reasons with an honorable record from active duty, and who meets one of the criteria:
- Served in any branch of the armed forces of the United States during one of the following:
 - World War I
 - World War II
 - The Korean Conflict
 - The Vietnam Era from August 5, 1964 through May 7, 1975
 - The Gulf War from August 2, 1990 through January 2, 1992
- Served in any branch of the armed forces of the United States between World War I and World II
- Served during and/or between World War I and World War II, or one of the conflicts/wars listed above as a member of the women's air forces service pilots
- Was a US documented merchant mariner with service aboard an oceangoing vessel operated by the war shipping administration, the office of defense transportation, or their agents, during the period of armed conflict, December 7, 1941, to August 15, 1945
- Was a civil service crewmember with service aboard a US army transport service or US naval transportation service vessel in oceangoing service during the period of armed conflict, December 7,1941, to August 15, 1945
- Was awarded the respective campaign badge or medal for one of the following conflicts:
 - The crisis in Lebanon
 - The invasion of Grenada
 - Panama, Operation Just Cause
 - Somalia, Operation Restore Hope
 - Haiti, Operation Uphold Democracy
 - Bosnia, Operation Joint Endeavor
 - Taiwan Striats
 - Quemoy and Matsu Islands
 - Congo

- Cuban Military Operation
- Laos
- Berlin
- Thailand Military Operation
- Dominican Republic
- Thailand (supporting Cambodia Operation
- Grenada
- Cambodia Evacuation (Eagle Pull)
- Libya (Eldorado Canyon)
- Received the armed forces expeditionary medal, or marine crops and navy expeditionary medal or the Southeast Asian medal.
- A member of any branch of the armed forces of the United States for the period beginning on the date of any future declaration of war by the
 congress and ending on the date prescribed by presidential proclamation or concurrent resolution of the congress.

Please note: (National) Guard and Reserve active duty for training purposes does not qualify for veteran's preference.

Qualifying candidates will receive 10% added to their final (combined written and oral board exam) scores unless they are receiving military retirement. If qualifying candidates are receiving military retirement, 5% will be added to their overall final score.

NOTE: Veterans preference applies to all Clark County Sheriff's civil service entry-level positions.

TO RECEIVE VETERAN'S PREFERENCE A DD-214 FORM, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, MUST BE SUBMITTED FOR APPLICATION

APPLICANT DRUG USE DISQUALIFICATION TABLE

		RATING CATEGORIES			
WHEN USED	SUBSTANCE USED	SELDOM	OCCASIONAL	FREQUENT	DEALING (1)
Within 1 year	Any illegal drug	D	D	D	D
1-3 years	Marijuana	C	C	D	D
	Any other illegal drug	D	D	D	D
3-7 years	Marijuana	A	A	С	D
	Steroids / Prescription Drugs (2)	C	\mathbf{C}	D	D
	Cocaine / Speed (3)	C	C	D	D
	Heroin / PCP / LSD	D	D	D	D
	Any other illegal drug	C	C	D	D
7 plus years	Marijuana	A	A	A	С
	Steroids / Prescription Drugs	C	C	\mathbf{C}	\mathbf{C}
	Cocaine / Speed	\mathbf{C}	\mathbf{C}	D	D
	Heroin / PCP / LSD	\mathbf{C}	\mathbf{C}	D	D
	Any other illegal drug	C	C	C	C

The drug disqualification table shown above reflects the Sheriff's Office standards for considering job applicants who have some history of illegal drug usage. The standards are based on the drug used, the type of use and how recently the drug use took place.

These ratings and judgment of the Sheriff's Office will be based on the physical effects of the drugs, the unlawful behavior reflected in their use and the degree to which past drug or substance abuse is indicative of the applicants overall integrity and suitability for employment.

Usage & History: The standards are based on four categories of use or involvement as follows:

Occasional...... Generally once per week or less than weekly. Computes as number of uses divided by period of use. For example, 52 uses

over a one year period equals weekly use.

FrequentFrequent use (more than once per week) over a long term period.

Dealing Selling, transporting for sale or distributing drugs at any level.

Rating Categories: For each category and usage level the option will be automatic disqualification; individual case consideration or acceptance,

as follows:

A = Acceptable Applicant will not be disqualified.

C = Considered Applicant's drug history will be evaluated on a case by case basis.

D = Disqualified Applicant will not be considered for employment.

The table and information herein is intended as a general guide to job applicants and is not a guarantee or promise of specific treatment in any particular situation. The Sheriff's Office and the Civil Service Commission reserve the right to apply different standards: stricter, more lenient or new standards based on the facts of individual situations and in the content of the applicant's overall background and suitability for employment.

Nothing in this document is intended to contravene federal or state law and all protections extended to individuals based on disability or their protected status will be extended to job applicants.

⁽¹⁾ Drug dealing includes sale, transportation for sale, and manufacturing of illegal substances.

⁽²⁾ Abuse of prescription drugs refers to abuse and/or fraudulent acquisition of drugs prescribed by a physician.

⁽³⁾ Speed means all amphetamines and methamphetamine no matter how ingested.

EMPLOYMENT APPLICATION CLARK COUNTY SHERIFF'S OFFICE

CIVIL SERVICE POSITIONS ONLY

POSITION APPLYING FOR



Garry E. Lucas Sheriff

Human Resources Department

1300 Franklin Street-5th Flr/PO Box 5000 Vancouver, WA 98666-5000 PHONE 360-397-2456

Social Security # (Used for processing -Optional)

FAX 360-397-2457 TDD 360-397-6032

Email: hradmin@clark.wa.gov
WEB: www.clark.wa.gov

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRITY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION

POSTING#

Last Name			First Name	<u> </u>		Middle Initial	
Address		Cit	y	State		Zip + Four	
Home Phone	Work Phone	Cell Phone/	or other:	Email Address:		Are you a United States Yes [] No [] (RCW 41.14.100)	s Citizen?
	the time of to apply.	Deputy Sheriff and Custody Officer positions require individuals to be 21 at the time of hire. Applicants must be within three months of turning 21 in order to apply. Do you meet this requirement: Yes [] No [] Not applicable [] day, swing, and graveyards shifts, and involve working most weekends and					
holidays. (Most new employees will work swing or graveyard shifts) Are you willing and able to work all shifts, holidays, and weekends: Yes [] No [] Not applicable [] (See specific job announcement for details)							
Have you been convicted of a felony, or a misdemeanor? Yes [] No [] Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime? (Including traffic violations) Yes [] No [] If Yes to either of these questions, explain below.							
Date	Charge	Sente	Sentence (i.e., probation, fine, etc.)			Remarks	
EDUCATION All civil service positions within the Sheriff's Office require a high school diploma or GED. Do you have either? Yes [] No []							
_	niversity, vocational school	Major	Full Yea Complete	rs Degree F	Received	Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.							
Clark County's Sheriff's Office entry level positions allow veteran's preference in accordance with Washington State law to veterans honorably released from active military service within the last fifteen (15) years, under certain circumstances, please see RCW xx.xx for applicability. Do you claim veteran's preference? Yes [] No [] If Yes, please complete the following items. Are you retired from military service? Yes [] No [] All dates of active duty: From// To// mm dd yy mm dd yy To request Veteran's Preference please attach form DD214 (long form)							
CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER							
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For assistance with needed accommodations, please contact the Human Resources ADA Coordinator. (360) 397-2468; TTY (360) 397-2445

EMPI	LOYMENT HISTORY	
List ALL work experience, starting with most recent first	t, including self-employment, military service	, and volunteer work.
MOST RECENT POSITION Employer:		Dates Employed:
Address:		From To
Position:	No. of employees you supervised:	//
Supervisor:	Phone ()	mm yy mm yy
Specific Duties:		Hours per Week
		Final Salary
		May we contact your current
Reason for leaving or considering change:		employer? Yes [] No []
OTHER EXPERIENCE Employer:		Dates Employed:
Address:		From To
Position:	No. of employees you supervised:	/
Supervisor:	Phone ()	mm yy mm yy
Specific Duties:		
		Hours per Week
		Final Salary
Reason for leaving:		
OTHER EXPERIENCE		Dates Employed:
Employer:		
Address:		From To
Position:	No. of employees you supervised:	/
Supervisor:	Phone ()	mm yy mm yy
Specific Duties:		
		Hours per Week
		Final Salary
Reason for leaving:		
	ts if necessary to include all work history. ble in outlining the duties of each position.	
	TIFICATION AND AUTHORIZATION	
I hereby certify, under the penalty of perjury in the State of information given is true and complete to the best of my knowled misrepresentation or falsification, my application may be reject employment. I understand that this application is not intended to be a co	of Washington, that this application contains no we dedge and belief. I am aware that should an investigated, my name may be removed from consideration	gation at any time disclose any such on or I may be discharged from my

agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Date

Signature of Applicant

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, physical, mental or sensory disability, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For:		Posting No	:
GENDER: Male [] Fe	emale [] AGE OVER 40	0: Yes[] No[]	
		lease indicate one group only for recorded by and reported to the Federal Equal	d-keeping purposes. Employment Opportunity Commission.]
[] Asian or Pacific I [] Black (not of His [] Hispanic:	slander: panic origin):	Affiliation:	
[] White (not of His) DISABLED: Yes [] N			
		t physical, mental, or sensory impairme	ent, which substantially limits one or more major
VETERAN: Yes[] N	o[]		
DISABLED VETERAN	N: Yes [] No []		
		RECRUITING SOURCE	
Please tell us how you h	neard about this position (so	elect only one source):	
Publications:			
[] The Columbian	[] The Oregonian	[] The Skanner	[] El Latino de Hoy
[] Seattle Times	[] Asian Reporter	[] Spokane Review	[] The Olympian
Internet Sites:			
[] Columbian website	[] Oregonian website	[] Clark County Website	[] Seattle Times website
[] El Latino de Hoy we	bsite	[] Other Internet/Website:	
Other Sources:			
[] Job Hotline	[] Job Interest Card	[] Clark County Bulletin Board	[] College/Career Center Referral
[] Acquaintance/County	y Employee	[] Other:	